



Town of Stow POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

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Michael Sallese
Chief of Police

To: All Applicants for Non-Sworn Position [Policy 4.23]

From: Stow Dispatch Hiring Committee and Administrative Body

Re: Selection Process for Dispatcher/Call Taker

The initial selection process includes the following elements: [32.1.1]

1. Job announcement with Public Safety Dispatcher Job Description and disqualifiers, Posted June 26, 2003
2. Posted as required for a minimum of 10 days by Town Charter, Preference give to those who turn in Resume and Cover Letters by 5pm on Friday, July 7, 2023
3. Resume and Cover Letter two copies one with personal information, the other with no personal information contained, committee will only see the copy with no personal information. Reviewed by July 14, 2023
4. Interview with Oral Board, [Interview TBD](#)
5. Interview with the Chief of Police and Town Administrator, [Interviews TBD](#)
6. Offer Letter
7. Recommendation for Appointment to the Selectboard
8. Background Investigation
9. Medical and Psychological Exam
10. 911 Training and successful In-house training
11. Probation period as per CBA.

The duration of the selection process shall not exceed forty-five (45) days. [32.1.4(b)]
Reapplication, retesting, and/or reevaluation for a rejected applicant shall be done at the discretion of the Chief of Police, Fire Chief or Town Administrator. [32.1.4(c)]

Sincerely,

Stow Dispatch Hiring Committee and Administrative Body